



United States
Department of
Agriculture

Forest
Service

Pacific
Northwest
Region

Redmond Air Center
Contract Operations
1740 SE Ochoco Way
Redmond, OR 97756

File Code: 5160

Date: March 4, 2015

Subject: Equipment Inspection Monitoring

To: Equipment Inspection Monitors

Thank you for participating in monitoring program. This program is to ensure the integrity of our Virtual Incident Procurement (VIPR) Agreement resources program. The Pacific Northwest Wildfire Coordinating Group (PNWCG) has entered into Memorandum of Understandings (MOUs) with 7 companies who will provide equipment inspections to our Vendors. The inspections must be completed by May 1st, 2015 in order for equipment to be awarded an agreement and placed on a Dispatch Priority List (DPL).

The inspection checklists are available on the FACT web page:
<http://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=stelprdb5446749>, the inspectors and the vendors have access to the checklists so they know what is expected of them. A list of the approved inspection providers is also available on the website.

When you are monitoring an inspection you are expected to maintain a professional appearance, introduce yourself to the Inspector and Vendor, let them know you are there only to observe, it is not your role to participate or provide input to the inspection.

If you note serious deficiencies, please contact Contracting Operations 503-504-7380 during regular business hours. If outside of regular hours, call Ron George at 503-467-1824.

If you are available to monitor an inspection, please notify Ron, he will be tracking the progress of our monitoring program.

All PNWCG Agencies have agreed to participate in a percentage of monitoring our MOU Providers. Base salary is expected to come from your regular management code. If travel or overtime costs will be incurred, please schedule with Ron first and then contact Renee Beams, rbeams@fs.fed.us 541-504-7342.

We appreciate your time and efforts in assisting us in making this program successful. Monitoring sheets can be emailed to fact@fs.fed.us or mailed to Contract Operations, 1740 SE Ochoco Way, Redmond, OR 97756.

Thank you for your participation,

Ron George
Contract Operations Specialist
(541) 504-7380 (Office)
(505) 467-1824 (Cell)

